

NURSERY ADMISSIONS APPLICATION – SEPTEMBER 2018 INTAKE

Dear Parents/Carers,

As you may be aware from September 2018 there will no longer be an online system of applying for your child's preferred Nursery place.

If your child was born between 1st Sep 2014 and 31st Aug 2015 parents/carers will need to apply directly to the setting/s of their choice.

In partnership with local Nursery classes, Kingswood Nursery School will adhere to the following timetable when dealing with admissions.

Deadline to apply to your chosen school/s	Friday 23rd February 2018 – 9am
Offer letters sent by schools to parents/carers	Monday 5th March 2018 (2nd class post)
Deadline to accept place and return paperwork to chosen school	Friday 23rd March 2018 – 9am <i>Applications received after this date will be classed as 'late' applications.</i>

Kingswood Nursery Class has an admission number of 80 places. Kingswood is a maintained Nursery School, open term time only from 8.30-3.30pm Monday to Friday.

Kingswood Nursery School is funded by the Local Authority and is staffed with qualified teachers and early years practitioners.

We are an inclusive school, dedicated to working in partnership with parents and a network of professionals from other disciplines to ensure the best outcomes for all our children. There are numerous opportunities for parents to be involved in their child's education. We pride ourselves on being approachable, caring and dedicated.

Please visit our website www.kingswood.herts.sch to see all that we have to offer.

Kingswood had an Ofsted inspection in March 2017 (<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117076>) which stated:

'This is an Outstanding School'

'Kingswood Nursery is a special place to learn. Children are happy and they learn very well because they greatly enjoy all the stimulating and exciting activities.'

Kingswood will operate a single intake in September, enabling children to take up their nursery place in the September following their third birthday. Occasionally, subject to availability, children may be invited to attend the nursery sooner than this date, though always in the term after their third birthday. Attendance at Kingswood Nursery Class is either 5 mornings (8.30-11.30) or 5 afternoons (12.30-3.30).

When children are offered a place in the nursery class parents are asked for their preference for a morning or afternoon place, but there is no guarantee that they will be offered the session they prefer. There is no right of appeal for morning or afternoon places.

- A morning place is from 8.30-11.30am
- An afternoon place is from 12.30-3.30pm
- Kingswood has a lunch club from 11.30-12.30pm. The charge for this is £5 and children bring a packed lunch.
- Kingswood can offer additional wraparound care in 3 hour blocks of time (to top up the free 15 hours) to enable your child to stay all day. The charge for this is £15 + £5 lunch club charge. Total charge £20 for 4 hours.
- Kingswood can offer 30 hours of free education if parents/carers meet the criteria (see Admissions Policy for full details) and check your eligibility at www.childcarechoices.gov.uk
- Kingswood will work in partnership with other providers to share the 30 hour entitlement.

Admissions Rules and Oversubscription Criteria

The following **Admission Rules and Oversubscription Criteria** for applying for a nursery place at Kingswood will be used. The rules will be applied in order. (Please refer to Nursery Admissions Policy October 2017 for further details which can be found on our website under 'Policies').

Parents must apply direct to the school office for a place for their child and these will be allocated following the school's criteria as set out below, providing applications have been received before the deadline.

Rule 1: EHC Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

Rule 2: Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order).

Rule 3: A child 'at risk' - (or the sibling of a child 'at risk') who is the subject of an inter-agency child protection plan.

Rule 4: Medical or Social – needs children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

A panel of governors will determine whether the evidence provided is sufficiently compelling to meet the requirements for this rule and must clearly demonstrate why it is the only school that can meet the child's needs.

Rule 5: Sibling Children who have a sibling on the roll of the school at the time of application.

Rule 6: Attends Kingswood Pre-School at the time of the nursery application.

Rule 7: Any other children, in order of date of application.

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available then the next rule will be applied.

If there are fewer applications than places available all applicants will be admitted.

Please complete the application form and return to school by Friday 23rd February 2018 – 9am at the latest.

Any applications received after this time will be classed as 'late' applications.

- All applications received will be processed during the week beginning 26th February and the over subscription admission rules will be applied if necessary.
- A letter will be posted on Monday 5th March (2nd class postage) to let parents know the outcome of their application.
- **Parents have until Friday 23rd March 2018** to accept the offered place.
- Parents can request to be on a waiting list if Kingswood Nursery class is full.

If you require any support with completing this application form then please call the office and we will be able to help you.

The following dates are available for parents/carers to visit the Nursery class:

- **Monday 6th November 10am**
- **Thursday 16th November 2pm**
- **Friday 1st December 10am**
- **Monday 29th January 10am**
- **Tuesday 6th February 2pm**
- **Wednesday 21st February 10am**

Please phone the office if you would like to reserve a place.

01923 672531

NURSERY APPLICATION FORM: KINGSWOOD NURSERY SCHOOL

PLEASE WRITE CLEARLY and RETURN PAGES 1,2 and 3

Child details

First name:			
Middle name:			
Surname:			
Date of Birth:	/	/	Gender: M / F
NHS number:	_ _ _ /	_ _ _ /	_ _ _ _
Your relationship to the child: (e.g. mother/father/carer/stepmother/father/ social worker)			

Your child's permanent address (at time of application)

Address:	

Special Educational Needs <i>Does your child have an Educational Health and Care Plan (EHCP)? (Please provide evidence with this form)</i>	Yes/No
Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a child arrangements order or a special guardianship order). <i>(Please provide evidence with this form)</i>	Yes/No
At risk Is your child, or a sibling of your child, subject of an inter-agency child protection plan and has been placed on the Child Protection Register? <i>(Please provide evidence with this form)</i>	Yes/No
Social or medical reasons Do you have a particular medical or social need to go to this school? <i>(Please provide supporting evidence with this form)</i>	Yes/No

If you have a sibling at this school, enter their name and date of birth:	
If your child is currently attending Kingswood Pre-School enter their name and date of birth:	
If your child is currently attending a different setting, enter the name of the setting here:	

Sessions you would like your child to attend. Please note at Kingswood your child can have 5 mornings (8.30 to 11.30) or 5 afternoons (12.30-3.30). **Please tick one of the boxes below:**

I would prefer a MORNING place for my child (8.30-11.30)	I would prefer an AFTERNOON place for my child (12.30-3.30)
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30 hours free early education: 30 hours free childcare entitlement is determined by the HMRC eligibility checker. To find out if you are eligible visit www.childcarechoices.gov.uk

If you have applied for 30 hours free childcare, please provide your HMRC 30 hour code:

If you will be applying for 30 hours free childcare because you meet the criteria, please tick here:

Please complete the details for both parents if living at the same address:

Parent/carer 1 details

Parent/carer 2 details

Title:

Forename:

Surname:

DOB:

National Insurance Number:

National Asylum Support Service (NASS) Number (if applicable):

Address:

Postcode:

Email address:

Telephone numbers

Home number:

Mobile

DECLARATION

The information I have given on this form is accurate and correct to the best of my knowledge.

I understand that my personal information will be held securely and will be used only for local authority purposes.

I agree to Kingswood Nursery School using this information to consider my application for a nursery place.

I understand that if any part of this completed application form is found false the offer of a place will be withdrawn.

I understand that the completion of an application form does not guarantee a place in the nursery class.

Signature of parent/guardian: Date:

Full name of parent/guardian (please print)

Thank you for completing this information.

Please return to the school office by 23rd February 2018 9am

Any application received after this date will be classed as a late entry and will reduce your chance of getting a place in Kingswood Nursery class.

Notes to parent

How the information on this form will be used:

By completing this form and signing the declaration you are agreeing for Kingswood Nursery School, if they are oversubscribed, to check whether your child's details meet the school's published admission rules and if he/she can be offered a nursery place.

Any personal data collected will be treated as confidential under the principles of the Data Protection Act 1998. We will not use the data for any other purpose, nor will we share your data with any third parties other than the Department for Education (for statutory reporting), Hertfordshire County Council departments who may from time to time send you advice, guidance and information relating to changes to early years provision and educational services that are relevant and/or of benefit to your child, and your local children's centre who support the local authority by assisting families to access the services that children are entitled to.

OFFICE USE ONLY:	Date received application form:	
	Date place accepted and paperwork returned:	